

## **Bristol Bay IGAP Planning Workbook and IGAP Work Plan Development Workshop REQUEST FOR PROPOSALS**

### **I. Background Information:**

A major goal of the Indian General Assistance Program (IGAP) is to build the capacity of Tribes to develop and manage their own environmental protection programs that respond to individual tribal needs and applicable federal laws and regulations. Because of concerns raised by congress and the EPA Office of Inspector General and the Office of Management and Budget about the lack of evidence that EPA IGAP grant proposals incorporate strategic planning and produce environmental results, the EPA in January 2005 came out with an Environmental Results Order. The Environmental Results Order requires that all grants result to the extent practicable in measurable environmental results or outcomes. The Indian General Assistance Program 2006 Grant Administration Guidance provides further guidance on how the EPA is to implement the Environmental Results Order and instituted new work plan and reporting requirements. IGAP work plan proposals are required to contain well-defined outputs and well-defined outcomes that help measure tribal successes toward achieving IGAP goals.

### **II. Request for Proposals:**

Although Tribes in the Bristol Bay region have well established environmental programs, the new requirements set forth in the Environmental Results Order and “logic model” approach to developing IGAP proposals are difficult for many tribes to grasp. The Bristol Bay Native Association therefore is seeking proposals from qualified firms to develop a Bristol Bay IGAP Planning Workbook and to conduct an IGAP Work Plan Development Workshop for tribal environmental program staff. The intent of the workbook is to present the IGAP as a gateway to other grants and resources and as a way to get organized as well as include a section that tells how to use the answers and worksheets from the strategic planning part of the workbook to complete the IGAP work plan proposal templates. The intent of the workshop is to provide a training format and planning framework that helps tribal environmental program staff prepare successful IGAP proposals. The contractor will be responsible for developing the workbook and take the lead on preparing materials for and facilitating the workshop. BBNA will be responsible for all workshop logistics (e.g. securing classroom space, notifying participants and arranging participant travel and accommodations).

Proposals are to address the following three phases of the overall project:

#### **Phase 1: Develop Pilot Bristol Bay IGAP Planning Workbook**

Timeframe: October 1-November 21

Create an outline for a training manual and user workbook for Bristol Bay Environmental Program Staff. The guidebook should address elements of the IGAP program – such as work plan elements, grant narrative reporting requirements and related topics – but also incorporate ideas and strategies for maintaining a complete Tribal environmental program, including activities beyond the scope of IGAP funding. Preliminary materials collection is to be completed during this phase so that materials can be field-tested in a late fall/early winter IGAP training.

Deliverables: workbook outline and preliminary materials

#### **Phase 2: Bristol Bay IGAP Work Plan Development Workshop**

Timeframe: November 21-December 12

Working with BBNA and input from EPA staff, create a curriculum for and facilitate a 3-day IGAP Workshop to be held in Dillingham (or Anchorage as an alternative location) prior to the deadline for 2009 IGAP proposals. The goal of the workshop is to train Tribal Environmental Program staff on various elements of IGAP and how it relates to their environmental goals and programs. Participants will come with a wide range of familiarity with IGAP funding and environmental programs and the

training should be flexible enough to allow both veterans and newcomers alike to leave with better understanding and new knowledge. Presentations from expert speakers should be incorporated into the workshop curriculum as much as possible. Materials from the Pilot Bristol Bay IGAP Planning Workbook should also be field-tested during the workshop.

Deliverables: Facilitation of workshop, including production of workshop materials, and short summary report that describes the outcome of the workshop.

### **Phase 3: Bristol Bay IGAP Planning Workbook Refinement**

Timeframe: December 12-March 15

Using the outline and materials collected during Phase 1, and incorporating the feedback and information received during Phase 2, refine the workbook outline, collect or create additional materials and develop the workbook. BBNA will contribute materials to the workbook and assist with collection. Input will also be sought from EPA Project Officers and EPA Circuit Rider Program. Print coordination services should be included in this phase but not the cost of printing multiple workbooks beyond the number of hardcopies to be provided as a deliverable. Files are to be developed that can be used for future printing and also for posting for download to the Pure Bristol Bay website ([www.purebristolbay.com](http://www.purebristolbay.com)).

Deliverables: Digital files and five (5) hardcopies of workbook.

### **III. Evaluation Criteria**

Proposals will be evaluated based on the following criteria and should include a detailed budget that links all costs directly to the scope of work in the proposal:

Experience developing similar planning workbooks & conducting similar workshops	35%
Qualifications of personnel assigned to project tasks	35%
Budget/Cost Breakout	20%
Minority/Women Owned Business Enterprise	10%

### **IV. Bid Submittal Deadline**

The deadline for submitting proposals (including bid sheet) is 5:00 pm on September 25, 2008 and can be sent via fax and /or email to the address below. BBNA anticipates notification to contractor selected will be made via telephone or electronic mail by September 26, 2008 and contract negotiated by September 30, 2008.

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